

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☒ NEW POSITION ☐ EXISTING POSITION

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0	10. Budget Program Number		Agency Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position)			
3. Division Wichita Regional Office		12. Proposed Class Title Human Resource Professional			
4. Section Personnel Services	For  Use  By  Personnel  Office	13. Allocation		Position Number	
5. Unit Recruitment		14. Effective Date			
6. Location (address where employee works)  City Wichita County SG		15. By	Approved		
7. (circle appropriate time) Full time X Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:			
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM	17. Audit Date: By: Date: By:				

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Lolitta Tucker	Personnel Services Director	K0060749

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

Work is performed independently within established procedures, state and federal regulations and departmental policy. Assignments tend to be general in nature and require follow through usually requiring several steps. Work is reviewed through Observation, results achieved and feedback conferences.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); **to whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
1. 50%	E	<p><b><u>Regional Office Recruitment</u></b></p> <p>This position is responsible for the coordination of all vacancy announcements, which include, but are not limited to: posting of vacancies ensuring position descriptions are accurate, complete, and up-to-date especially the minimum requirements or an special selection criteria required for the position to be used in developing additional screening criteria; collection of all application materials including tax certificate and any other required material for the position; assigns applicant numbers for those who do not have one; associates applicants with on-line requisitions; batches completed vacancy applications for review by the Wichita Office of Personnel Services Director for screening purposes.</p> <p>Work with supervisor of vacancies to arrange dates, times, and interview team members as well as questions for the interview itself. Contacts applicants to schedule interviews and provide instructions for the interview process and follows up with an e-mail confirmation. Makes interview packets for the interview teams as well as packets for the applicants. Ensures that all interview material is obtained from the supervisor, including a completed 4608 and kept on file and kept on file as required by record retention. Follows up with a letter to each applicant not selected for the position. Sends congratulations and appointment letter to the selected candidate which includes confirmation of job title, salary and start date.</p> <p>Provides information to the public and employees regarding registration, announcement and selection criteria for Civil Service positions. Provides employees with information regarding classification titles, pay grades and steps and any other information as spelled out in regulations.</p>
2. 25%	E	<p><b><u>Maintain Personnel Services File Rooms</u></b></p> <p>Maintains the filing system for all Personnel Services files. Work involves purging outdated information from files, ensure accurate filing of all records in proper locations daily. Retrieval of files as needed.</p>
3. 15%	E	<p>Will be required to assist the personnel services staff in all facets of personnel services to include, but not be limited to, recruitment, finger printing, preparing materials for the on boarding process for new hires, handling of all incoming and outgoing correspondence for the department. Assist with special assignments to support the Wichita Regional Office as directed by the Wichita Office of Personnel Services Director.</p>
4. 10%	E	<p><b><u>Tracking</u></b></p> <p>Develops and maintains a database of all positions within the Wichita Region to ensure accurate position numbers are used when requesting or posting vacancies or requesting unclassified positions. Tracks vacancies and their status regarding which step in the interview process they are at. Provides reports as requested by the supervisor.</p> <p><b>Note:</b> The incumbent of this position has access to protected health information (PHI) under the provisions of the Health Information Portability and Accountability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The incumbent has been trained in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position Number
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23. Which statement best describes the results of error in action or decision of this employee?

- ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- (X) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ( ) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Information posted incorrectly, misinformation given about recruitment process, etc. can cause delays in filling vacancies, some of which may be critical front line staff working directly with clients.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contact with agency staff/administrations related to personnel rules, recruitment procedures, position descriptions, other Personnel staff throughout the state, applicants, other agencies, and the Office Of Personnel Services.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

General working conditions – working under florescent lights, computer work eye strain, working under deadlines, working with demanding public and irate employees can cause stress. Sitting for long periods of time, and bending and stooping sometimes required for filing.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computer, phone, copier, fax and scanner.

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**PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

One year of experience in general office, clerical and administrative support work; education may be substituted for experience as determined relevant by the agency.

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Education or Training - special or professional

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Licenses, certificates and registrations

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Special knowledge, skills and abilities

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Experience - length in years and kind

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date